

# State of the Fleet

## The Motor Pool Program Makes Big Move



Motor Pool Reservations Specialist, Cindy Litz, begins the move to her new office, located in room 4120 of the State Office Building.

The Division of Fleet Operations (DFO) is moving the fleet to the people. Beginning June 1st 2000 the doors to the Central Motor Pool located on North Temple will close for the last time.

The vehicles are in the process of being moved to several mini-motor pools located from Capitol Hill to Draper. In addition to the new locations, the mini-motor pools operating in Provo and Orem will remain open for business.

Motor Pool Operations Manager, David Rees said, "We are vacating the North Temple building in order to take the vehicles to our customers. We want to make renting a daily vehicle more convenient for State employees."

The mini-pool locations that will be open and operating on June 1st include

the Capitol Complex, which can be found in room 4120 of the State Office Building, Publishing Services in the Heber Wells Building and the Surplus Property offices of the new DFO Building in Draper.

Mini-motor pools at the Tax Building and the Department of Education Building will be operational sometime this month. Locations slated for a July 1st opening include the Human Services Building, the Cannon Health Building and the State Mail/Library Building. All of the new locations in the Salt Lake Valley will be accessible by the Shuttle Service offered by the Division of Fleet Operations.

"We will continue to look for other locations to place mini-motor pools," Rees said. "One location that we are currently looking at is

the Calvin Rampton Building in West Valley City. If negotiations are successful we should see a mini-motor pool in that building by sometime next year."

Opening up the daily rental option to all State employees is the long-term goal of Fleet Operations. The Salt Lake Human Services Building will be serving as a "test" location, if proven successful Fleet Operations and Human Service will enter into negotiations to place mini-motor pools in Human Services offices from as far north as Logan City to as far south as Blanding and St. George.

Fleet Operations Director, Steve Saltzgiver, said, "I'm very excited about the partnership with Human Services. It's going to take motor pool services to a whole new level as a state wide system. It will bring us, as a Division, one more step closer to fulfilling our mission of providing excellent service, maximum efficiency and customer fulfillment"

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## Daily Rental Procedures Change March 2000



There is a new face at the Division of Fleet Operations' Draper facility, and that face belongs to Jim Colby, who comes to DFO by way of the U.S. Marine Corps.

He moved to Utah in May of 1996, after seeing most of the country as well as the far east and Japan.

Colby said that he was moved approximately every 36 months during his tour of duty. As a member of the few and the proud, he managed purchasing, contracting, facility leasing, budgeting and vehicle management for satellite recruiting stations located in 8 western states. After a 22 year stint, Colby retired as a Gunnery Sergeant in April of 1999.

Colby took a little more than a year off before his re-entry to the work-a-day world, it is assumed that he spent his time taking part in his two favorite pass times . . . "golf and more golf."

Colby is taking the Support Services Coordinator, which oversees State vehicle procurement. DFO offers Colby an enthusiastic welcome to the newest member of the team.



When visiting the Capitol Mini-Motor Pool for your next daily vehicle rental, there just may be a new person handing out the keys. DFO has recently hired Brian Bernardo to fill a nine month temporary position as an accounting tech.

Nineteen year old Bernardo, was a member of the Academy of Finance, through Salt Lake Community College (SLCC), studying accounting, micro and macro economics while still attending classes at Cottonwood High School. He was a part of the last graduating class in the 20th century. He plans to continue his education, as soon as he can afford too. He worked at UDOT for a few months as an temporary accounting tech before applying at DFO.

DFO would like to welcome Bernardo, even if it's only for awhile.

"We were able to do some internal shuffling and get what was needed to where it was needed," Rees said

## DFO does the Vehicle Shuffle with Help from FleetAnywhere



Operations Manager, David Rees locates needed vehicle using the FleetAnywhere tracking program.

The Motor Pool Operations Manager, David Rees, has put the new FleetAnywhere program to creative use in recent months. By using information

tracked in the program Rees was able to locate and re-assign vehicles

to programs with specific needs.

One of the programs that had made a request was the State Hospital. For the safety and well-being of the hospital's patients to have child safety locks on all vehicles that is used for transporting patients. Because they are driven less often, the vehicles leased to the State Hospital are replaced less frequently than most State-owned vehicles. Most of the vehicle exchanged were not scheduled for replacement for two to three years.

"They felt this was an important enough

issue that they asked if there where something we could do," Operations Manager, David Rees said.

He explained that Motor Pool staff located six vehicles from within the Central Motor Pool, equipment with the safety locks, that could be utilized by the hospital.

The exchange took place in March of this year, and the vehicles that had been originally leased by the hospital are now a active part of the Daily Rental Pool.

"They ended up with newer cars, and the cars they gave us where in really good shape," he said.

In addition to requests made by the State Hospital, the Trustlands Administration recently contacted Rees regarding making a switch in vehicle types. Trustlands had leased a midsize sedan, only to discover that an SUV would a better choice for the agency. Rees was able to locate an SUV with the FleetAnywhere program and now Trustlands is equipped with the vehicle best suited to their needs.

"We were able to do some internal shuffling and get what was needed to where it was needed," Rees said.

# Operations Success...

## FleetAnywhere being Used by Agencies Throughout the State of Utah

In 1997 the Division of Fleet Operations (DFO) purchased new fleet tracking software called FleetAnywhere. MIS Manager, Margaret (Haacke) Chambers, who has since been promoted to Division Deputy Director, implemented the program knowing that it would enable DFO to better track the life cycle of State-owned vehicles.

The first step towards utilizing the new system was to train DFO employees, who were long time Access users, to how to run the new program.

"The system was easy enough, it was changing my mind set that was tuff, but once I let the old system go and relied on the new system completely, I didn't want to go back," Gala Dumas, Motor Pool Reservations Agent said.

As overwhelming as that task may have seemed, the real challenge began when the system was introduced to fleet managers from other State agencies and higher education. Each entity had developed their own tracking system and they were not necessarily willing or ready to switch.

"I've never, ever done computers before this, but Angie did a really good job teaching everybody," said Joe Wilde, who manages the fleet for Dixie College.

Angie Watson, Program Administrator, holds FleetAnywhere training classes at the State Office Building throughout the year.

Personalized training is also available for those who need a little extra help. In addition to the training, Watson



creates reports within the program to fit the needs of the different agencies using the software.

Gale Garrett, who manages the fleet at Southern Utah University (SUU) said, "Angie's [wonderful], she will do anything for us, she's largely responsible for all of these reports that I have, here is a whole list of things that I can check that I couldn't check before."

The FleetAnywhere program not only tracks which agency has which vehicle, but also miles driven, any repairs, gallons of gas used and most importantly preventive maintenance (PM).

Preventive maintenance is the single most important component in keeping a vehicle on the road and safe to operate.

Garrett believes that preventive maintenance is more than a lube, oil and filter. All operating systems bumper to bumper should be checked at regular intervals. He trains SUU work/study students to perform the preventive maintenance

and other tasks such as fueling and cleaning the vehicles.

"Our objective is to prevent problems before they happen. That's what PM means. . . preventive maintenance with an emphasis on preventive," he said. "If you've got good PM, you'll save money and run a vehicle clean for ten years and never have a break down."

The reservations module another key component of the FleetAnywhere program. The module tracks who has rented the vehicle, where they will be traveling, planned return date and billing information. It is also able to keep track of how many reservations are made each day and notifies the user when there will be a vehicle shortage, so that the user can make arrangements to fill the reservations.

"If you use it the way it was designed it's an asset to you, if you don't, you'll get lost in it," Garrett said.

"Our objective is to prevent problems before they happen," Garrett said.

# The Fuel Network Moves South

The State Fuel Network has moved from the State Office Building Division of Fleet Operations (DFO) location. The new offices are large house the whole Fuel Network team, than putting the service worker and fuel in separate buildings.

Fuel Network Manager, Jeff said, "The team has synergy now, we've given an opportunity to accomplish things, together."

Located a 447 West 13800 the new DFO building is shared with the Motor Pool Operations Program.

"The re-location is great, working in the same building gives it a whole division feel. And we get to see old friends and make new friends here." Done said.



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